



**APPLICATION FOR
MORTGAGE PRELICENSE
INSTRUCTOR CERTIFICATION**

Division of Real Estate
PO Box 146711
Salt Lake City, UT
84114-6711
(801) 530-6747

Rule 162-210-5.1: "An instructor shall not teach a prelicensing course by himself without having been certified by the Division prior to teaching the course."

A. NAME _____ DATE _____
ADDRESS OF RECORD (Public Information) _____
CITY _____ ST _____ ZIP _____
PHONE _____ SOCIAL SEC. # _____

B. COURSE/S I INTEND TO TEACH: ☐ 20 hour Mortgage Officer prelicensing course (complete section C below)
☐ Lending Manager prelicensing courses (complete sections C and D below)
SCHOOL/S FOR WHICH I INTEND TO TEACH: _____
SIGNATURE OF SCHOOL DIRECTOR: _____

C. PLEASE INCLUDE DOCUMENTATION OF *EACH* OF THE FOLLOWING:

- ☐ Evidence of a minimum educational level of graduation from high school or its equivalent; AND
- ☐ Evidence of a minimum of five years of experience in the residential mortgage industry within the past ten years, OR evidence of having completed appropriate college-level courses specific to the topic proposed to be taught; AND
- ☐ Evidence of a minimum of twelve months of full time teaching experience or an equivalent number of months of part time teaching experience, OR attendance at Instructor Development Workshops totaling at least two days in length; AND
- ☐ Evidence of having passed an examination designed to test the knowledge of the subject matter proposed to be taught.

D. PLEASE INCLUDE DOCUMENTATION OF EACH OF THE FOLLOWING FOR THE SUBJECTS YOU INTEND TO TEACH (Lending Manager Prelicense Instructor Applicants only):

- ☐ **Management of a Residential Mortgage Loan Office:** Evidence of at least two years practical experience in managing an office that engaged in the business of residential mortgage loans.
- ☐ **Mortgage Lending Law:** Evidence of current membership in the Utah Bar Association; OR evidence of graduation from an American Bar Association accredited law school AND two years practical experience in the field of real estate law.
- ☐ **Advanced Appraisal:** Evidence of current status as a State-Certified appraiser, AND MAI or equivalent designation, and evidence of at least two years practical experience in appraising.
- ☐ **Advanced Finance:** Evidence of association with a lending institution as a loan officer; OR evidence of a degree in finance; AND evidence of two years practical experience in real estate finance.

E. ENCLOSED IS APPLICATION FEE OF \$50.00 PAYABLE TO:

DIVISION OF REAL ESTATE
PO BOX 146711
SALT LAKE CITY UT 84114-6711

*(Please complete Qualifying
Questionnaire on second page)*

OFFICE USE ONLY

Received _____ Reviewed _____
Division Action _____ Approved ☐ Disapproved ☐
Certification # _____ Expiration Date _____

G. QUALIFYING QUESTIONNAIRE

YES NO

1. ☐ ☐ Do you now hold, or have you ever held, a mortgage license in any other state or country? **If so, please indicate which states you are or have been licensed in:** _____

2. ☐ ☐ Have you ever had a license to practice in the mortgage profession, or any other profession or occupation, denied, restricted, suspended, or revoked?
3. ☐ ☐ Have you ever been permitted to resign or surrender your mortgage license, or have you ever allowed your mortgage license to expire while you were under investigation, or while action was pending against you by any mortgage licensing or other agency?
4. ☐ ☐ Is any disciplinary action now pending against you by any mortgage licensing or other agency?
5. ☐ ☐ Are you currently under investigation for, or charged with, or have you ever pled guilty or no contest to, or been convicted of, a felony or misdemeanor? **Minor traffic offenses such as parking or speeding violations need not be disclosed, but you must disclose two or more motor vehicle offenses such as driving while impaired or intoxicated.**
6. ☐ ☐ Have you ever been placed on probation in connection with any criminal offense or a licensing action?
7. ☐ ☐ If your answer to question 6 is yes, have you completed the probation?
8. ☐ ☐ Have you been ordered to pay restitution in connection with any criminal offense?
9. ☐ ☐ If your answer to question 8 is yes, have you fully complied with the restitution order?
10. ☐ ☐ Have you ever had a civil judgment entered against you based on fraud, misrepresentation, or deceit?
11. ☐ ☐ If your answer to question 10 is yes, has the judgment been fully satisfied?

Signed _____ Date _____